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10 December 1957

MEMORANDUM FOR: Acting Director of Logistics  
Chief, Management Staff

SUBJECT : Personnel Ceiling - Office of Logistics

REFERENCE : Memo dtd 14 Nov 57 to DD/S fr AD/Log, subj: "Request for Approval to Utilize Nine Ceiling Allocations Now Held in Reserve by the Deputy Director (Support)."

25X9A2

1. As I understand it,        employees are the minimum with which the Printing Plant in the Administration Building can operate. The limitation on personnel ceilings is such that we must all carry on our work with the essential minimum number of people. Therefore, it would not appear that an increase of nine positions is necessary.

25X9A2

2. The referenced memorandum also indicates that the Printing Plant now has eight positions vacant of the        authorized. If we are having difficulty in filling these eight positions it would seem that the authorization of an additional nine would not solve the problem.

25X9A2  
25X9A2

3. The "on duty" strength of the Office of Logistics is now        25X9A2 whereas the ceiling is       . Since the Office of Logistics should be reducing its "on duty" strength to        it does not appear that an authorization to fill the nine positions in question within the authorized ceiling would alleviate the problem.

4. In view of the foregoing I have not approved of the recommendation in the referenced memorandum. However, I am aware of the fact that as a service organization the Administration Building Printing Plant is unable to control its workload effectively. I have a feeling, however, that the printing and reproduction requirements levied upon us may be excessive since payments for such services are not made by the requestors. I think it may well be possible that a study of the validity of the requirements levied upon this Plant might make possible adjustments which would eliminate or minimize the workload problem.

5. The Chief, Management Staff is directed to look into this matter at his very earliest convenience.

DD/S:IKW:ljh

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/s/

L. K. WHITE  
Deputy Director  
(Support)

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